	Document No.	HR 009
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	Revision Date	
	Original Approval Date	November 20, 2023, by the WFH Board of Directors
Equity, Diversity and Inclusion Policy (EDI)		

CONTEXT —

At the World Federation of Hemophilia (WFH), we aim to create and foster a workforce that reflects and contributes to the global and diverse community in which we work to improve the lives of people with inherited bleeding disorders.

In our world organization, we believe that equity, diversity and inclusion go hand and hand, are connected to achieving our mission and vision, and are essential to ensure the well-being of our staff and the community we serve. With this in mind, all should adhere to the collective responsibility of creating and fostering an environment where WFH celebrates differences; where everyone is respected for those differences and is included; and where each has an equal opportunity to contribute to the success of our organization, to reach their full potential and be recognized equitably. This commitment begins with WFH leadership and includes every member of our team.

1. PURPOSE


- 1.1 This Policy aims to set the guiding principles by which our decisions, actions and behaviours will support the achievement of an equitable, diverse and inclusive work environment at WFH.
- 1.2 Through the implementation of this Policy, we aim to embrace equity, diversity, and inclusion, and recognize that different backgrounds, strengths, perspectives, ideas and contributions will continue to make WFH more relevant and valuable to colleagues, members, partners, and the larger bleeding disorders community.

2. SCOPE

- 2.1 This Policy applies to all WFH staff (regular, temporary employees and contractual resources), senior management, volunteers, and all members of the WFH's Board of Directors in their respective roles, duties, decision-making and conduct. It also extends to our interactions with vendors and suppliers, contractors, visitors, job applicants, as well as third parties dealing with WFH or any of its departments.
- 2.2 All other WFH policies and guidelines should be interpreted and applied in keeping with the principles of this Policy, including — but not limited to — areas such as: recruitment, hiring, contribution reviews, training and professional development, promotions, disciplinary and grievance procedures, end of employment, benefits and compensation.

3. DEFINITIONS

- 3.1 When we refer to equity, diversity and inclusion (“**EDI**”, hereinafter the acronym referring to equity, diversity and inclusion) in this Policy, we mean the following:
 - “**Equity**” is about putting everyone on an equal footing regardless of individual diversity or difference. It ensures fair treatment and equal access to opportunities.
 - “**Diversity**” refers to any aspect that may serve to distinguish, through a range of unique differences and characteristics, groups or individuals from one another. These differences and characteristics can be expressed in many ways, and include — but

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not limited to — race, national or ethnic origin, colour, religion, age, gender identity or expression, sexual orientation, language, matrimonial status, civil status, diversity in abilities (physical and cognitive), experiences, thoughts, political affiliation and beliefs.

- **“Inclusion”** refers to the act of creating a welcoming and respectful environment for all individuals, particularly those of diverse backgrounds or personal characteristics. Inclusion requires that we identify, address, and remove barriers to inclusion in all processes, policies, guidelines, practices, programs and services.

4. **OUR COMMITMENTS**

WFH wishes to adhere to EDI principles within its places of work, in its practices and in the way we do business and deliver our activities and programs to the bleeding disorders community. As an organization, WFH is committed to:

- Creating a working environment in which individual differences, perspectives, and contributions are recognized and valued, while promoting dignity towards others and respect for everyone.
- Developing and maintaining an environment that is a safe place for all to share ideas and differing views, that explores new approaches, and where everyone is able to participate and contribute fully.
- Promoting the use of inclusive and respectful language when communicating internally and externally.
- Reviewing and providing additional learning and training related to issues of EDI.
- Ensuring that we listen to others by implementing mechanisms and means for all to express their ideas on EDI.
- Attracting, retaining and developing a diverse range of talented, committed and caring people who best represent the community we service; reviewing on a periodic basis related practices such as recruitment and selection, or other.
- Ensuring employment criteria conform to EDI and are cognizant of diversity, skills, experiences and perspectives when both hiring new staff and promoting current team members, while attributing the necessary importance to job requirements and individual qualifications.
- Operating with transparent policies and procedures and regularly reviewing and updating as required — ex., hiring guidelines and practices.
- Complying with all associated legislation requirements.
- Providing work-life balance and flexible work practices that consider the differing needs of our staff.
- Reinforcing the standards of behaviour, as set out in our codes of conduct (WFH Universal Code of Conduct and Respect Policy – staff and WFH Universal Code of Conduct and Respect Policy – Board of Directors, committee members).

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- Creating a workplace culture free from bullying, discrimination, harassment and violence; and one where any actions that are contrary to this Policy are actively discouraged and addressed through review and disciplinary actions as relevant.
- Reinforcing the objectives of this Policy on a regular basis.

5. SHARED RESPONSIBILITIES

5.1 The overall responsibility for championing and applying this Policy rests with every member of the WFH team — staff, senior management, volunteers and members of the Board of Directors. No personal reason or conviction shall exempt any individual from their duty to adhere to this Policy.

5.2 All members of the WFH team are expected to:

- Treat others with dignity and respect at all times.
- Act in accordance with this Policy and relevant laws at all times.
- Participate in learning and training programs about EDI.
- Exhibit conduct that reflects inclusion during work, at work functions on or off the WFH worksite, and at all other WFH-related events.
- Help WFH become a more equitable, diverse and inclusive environment; and help celebrate WFH successes in this area.


5.3 Additionally, we expect WFH Leadership (senior management, team supervisors, Board members, and any other individual in positions of leadership) to:

- Understand their role in promoting equity, diversity and inclusion within our organization.
- Support the application of this Policy and its objectives within their teams and/or the organization — with the ultimate responsibility and authority for the application of this Policy resting with the WFH CEO and the President.
- Act in accordance with this Policy and relevant laws at all times.
- Actively discourage and act on any issue that may come to their attention, or any actions that are contrary to this Policy.

6. RAISING CONCERNS AND MANAGING COMPLAINTS

6.1 It is the expectation of the WFH that all adhere to the commitments outlined above. If you feel that this Policy has been breached, you have the duty to tell us by reporting it as soon as possible through any of the following channels:

- Staff are encouraged to raise any issue directly with their supervisor, or if a staff has reason to believe that their supervisor is involved or has a conflict of interest, to the Human Resources Manager, the WFH Compliance Officer, the CEO or any member of the senior management team;
- Other individuals, volunteers, Board members and third parties can directly contact the responsible WFH department director, the WFH President, the WFH CEO, or the WFH Compliance Officer;
- Directly contact the WFH Compliance Officer; or
- Report issues via the WFH Compliance email (compliance@wfh.org)

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In all instances where allegations are raised, WFH will ensure that the situation is handled with confidentiality, sensitivity and fairness, and that the appropriate investigation is quickly conducted while providing support to all concerned.

6.2 If you are personally in violation of any of the EDI commitments or the general intention of this Policy, you may be subject to disciplinary action. The disciplinary action will be in direct correlation to the nature and extremity of the violation.

7. REVIEW

7.1 This Policy will be reviewed and amended as necessary to ensure, among other things, that it remains compliant with applicable legislation and that it continues to be adapted to the reality of the organization.

ACKNOWLEDGEMENT AND AGREEMENT —

I, (_____ PRINT NAME) certify that I have read, understand, and received a copy of the **WFH Equity, Diversity and Inclusion Policy** (the “Policy”). Furthermore, I agree to adhere to this Policy, and I understand that if I contravene the Policy outlined herewith, I may face corrective action, including the termination of my employment or the termination of my tenure.

Signature: _____

Date: _____